

## POLICY 8.4 – Group Representation

**Policy Category:** Personnel – Select Administrative Group Employees (SAGE)

**Subject:** Group Representation

**Approving Authority:** Board of Governors

**Responsible Officer:** Associate Vice-President (Human Resources)

**Responsible Office:** Human Resources

**Related Procedures:**

**Related University Policies:**

**Effective Date:** May 4, 2017

*[Amalgamates the pre-existing MAPP 8.11 – Meetings of Select Administrative Group Employees and Administration]*

**Supersedes:** September 10, 1999

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### I. PURPOSE

The purpose of this Policy is to define Select Administrative Group Employees (SAGE) group representation and the schedule for meetings with Western to discuss employment policies applicable to SAGE members.

### II. DEFINITIONS

A SAGE representative(s) means an employee(s) from the SAGE group who has been appointed and duly authorized to represent SAGE with respect to matters related to these Policies.

### III. POLICY

#### *SAGE Representation*

- 1.00 Western agrees to recognize one primary representative and one alternate representative who will be authorized to represent SAGE. The alternate representative may only act and attend meetings with Western in the absence of the primary representative. SAGE will provide Western with the names of its representatives and will advise the university of any changes to the designated representatives in a timely manner when such changes occur.
- 2.00 A SAGE representative shall not lose pay or experience a reduction of benefits as a result of attending meetings with Western during his/her regular working hours.
- 3.00 All correspondence between Western and SAGE relating to matters covered by these Policies shall be sent to the attention of the SAGE representative.

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- 4.00 All SAGE members will be entitled to two (2) hours off, without loss of pay or reduction in benefits, up to four (4) times per calendar year, to attend SAGE general membership meetings.
- 5.00 SAGE representative(s) shall be entitled to one (1) hour off, without loss of pay or reduction of benefits, twice per month, for the purpose of attending meetings related to SAGE business.
- 6.00 Western shall print copies of the employment policies applicable to SAGE and distribute one to each SAGE employee and their Supervisor and/or Budget Unit Head. The cost of this printing shall be paid by Western.

### *Meeting Schedule*

- 7.00 Western and the SAGE representative will meet as required and shall discuss matters raised by either Western or SAGE that relate to the administration, operation or interpretation of the Policies.